

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: July 3, 2017

PERSONNEL LETTER 17-016
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Debra Spellman, Chief
Personnel/Payroll Services Division

RE: MERIT SALARY ADJUSTMENT REPORTS

The Personnel/Payroll Services Division (PPSD) is implementing a new process for releasing the monthly Merit Salary Adjustment (MSA) Slips and Listing Reports. These reports are now available on ViewDirect. PPCSD will continue to print and mail these reports to Human Resource Offices through October 2017. Effective November 1, 2017, the MSA Reports will no longer be printed and mailed and will only be accessible on ViewDirect under the following Report ID and Name:

Report ID	Report Name
PD6300L	MSA List
PD6300S	MSA Slips

For inquires specific to personnel staff authorized to access ViewDirect, please contact Muang Saechao at (916) 322-3055 or David Avila at (916) 322-3987.

DS:DS:ASB